

Academic Senate Meeting Minutes 2017-2018

<p>Date: February 23, 2018 Time: 12:00pm Location: 388-103 (Manono), Kaoli Bldg-106 (Palamanui)</p>	<p>Members Present: Carrie Butler, Gordon Ching, Sandra Claveria, Erick Cremer, Sharon Dansereau, Tanya Dean, Susie Dill, Kalani Flores, Sam Giordanengo, Kristine Koteki, Carrie Mospens, Caroline Naguwa, Helen Nishimoto, Michelle Phillips, Elizabeth Shaver, Kate Sims, David Tsugawa, Leanne Urasaki</p>
<p>Call to Order: 12:00 pm By: Carrie Mospens (EC) Mins: Michelle Phillips</p>	<p>Guests: None.</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Executive Committee Member Carrie Mospens at 12:01pm with 11 senators (including 3 Executive Committee members) present.		
2. Approval of the January 26, 2018 Meeting Minutes Attachments 1	<p>Motion to accept the January 26, 2018 meeting minutes. (Cremer/Nishimoto)</p> <p>Motion carried unanimously by voice vote.</p>	Motion carried.	

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3. Consent Agenda Approval Attachments 2, 3, 4, & 5	<p><i>* Reminder: Any item on the Consent Agenda can be moved to New Business by any Senator. No second, no debate, and no vote is required to move and item. If there is nothing to be moved, then the Consent Agenda is voted on as a whole and approved in one voice vote.</i></p> <p>The current consent agenda includes committee reports from the Distance Education Committee and General Education Committee, as well as notes and information submitted by Senator Kenoa Dela Cruz regarding the UH Repeat Course Policy Committee Meeting that took place on February 14, 2018.</p> <p>Motion to accept the Consent Agenda. (Cremer/Urasaki)</p> <p>Motion carried unanimously by voice vote.</p>	<p>Motion carried.</p>	
4. Guest: Hawai'i CC Grant Writer Sarah Tenney	<p>Struck from the agenda prior to the meeting.</p>		
5. Old Business	<p>None.</p>		
6. New Business a. EPC policy proposal on on-line instruction: First read Attachment 6	<p>There is no current policy at the College for DE courses; therefore the proposed policy concerns requirements for teaching DE courses, measures to protect teaching quality, and scheduling. The policy was first presented to the Academic Senate in November, went through a re-write,</p>		

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	<p>on to Department Chairs, and then was forwarded to the EPC. It has been through several revisions to date.</p> <p>The previous accreditation committee was asked about DE policies in 2012, and this policy would be good to have in place for the next accreditation visit in the Fall. Currently our report does not have anything to put regarding DE education policies on the campus. Changes can still be considered but it's also time imperative. If it's not voted on in the March meeting, it won't be in the last iteration of the final document for accreditation. Any comments should be sent directly to David Tsugawa or Toni Cravens, and please cc Leanne Urasaki and Kate Sims as head of the DE Committee.</p> <p>Does UHCC have a policy? They do not, and it would be great to have a unified DE approach, but for our accreditation, we cannot wait anymore. Do any of the other community colleges have a DE policy? Almost all campuses; but the ones that don't are currently working to put one together now.</p> <p>Who will take the lead to disseminate the information? Chair Giordanengo already plans to put this policy on the agenda for the March 23 Academic Senate meeting. It was asked that the Chair disseminates the policy to departments via email. Carrie Mospens will follow up with the Chair. David Tsugawa will ask VCAA Joni Onishi if it can go out to lecturer/staff for comments as well, since many teach online courses.</p>		

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<p>b. Update of Bullying Survey for Hawai'i CC Attachments 7 & 8</p>	<p>There has been a request to re-deploy the Bullying Survey, originally deployed in 2014. Both surveys would be the same. The results of the 2014 survey are in the attachments.</p> <p>It was suggested the survey be deployed through the FPC, who would then complete the analytics of the data. Use of Survey Monkey or another online platform was preferred. The Union states that the survey is confidential. Google forms vs. survey monkey? Google forms can be made to be anonymous, and if that is compromised, it will be obvious who is trying to do it – have to sign in.</p> <p>Have there been any interventions from the original survey? Leadership was changed, and the new leadership may not be aware of the problem. But if we have the comparison from this one to the original, then our new leaders may be able to follow-up on any standing problems that are identified.</p> <p>Motion to move the Bullying Survey to Faculty Policy Committee to deploy and analyze the resulting data. (Cremer/Nishimoto)</p> <p>Motion carried unanimously by voice vote.</p> <p>There was a request to make sure that the survey results are sent to the people that need to read it – so that we can see what will be and can be done, and so that there is a record. Senator Mospens will follow up with the Chair regarding this request.</p>	<p>Motion carried.</p>	

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7. For the Good of the Order	<p>a. Kauhale Day – Hale ‘Ōlelo Home of the College of Hawaiian Language, UH Hilo – March 2. Chancellor is asking everyone to RSVP.</p> <p>b. Hawai‘i Student Success Institute (HSSI) – O‘ahu – March 28-29. Please sign up if you’re interested.</p> <p>c. Earth Fair – UH Hilo, April 20. Contact Claudia if you would like to volunteer.</p> <p>d. Pau Hana @ Coquis 4pm-5pm today!</p> <p>Other Announcements:</p> <ul style="list-style-type: none"> • 12th Annual Career and Job Fair, April 9, 10am-2pm • Course Evaluation System (CES) – Chair Giordanengo has been contacted by Don Straney to convene a committee to talk about the CES. Chair Giordanengo, as well as EPC Chair Karen Crowell, and EPC member Erick Cremer will all be at the meeting to get up to date on exactly what will happen in the Fall. Departments can start to think about course-level questions or individual faculty level questions, as these will need to be turned in by July 1 (mid-May is probably the latest, because of 9-month faculty leaving during the Summer). 		
8. Adjourn	<p>Motion to adjourn at 12:29pm. (Claveria/Nishimoto) Motion approved unanimously by voice vote.</p> <p>Next Meeting: Friday, March 23, 2018, 12:00-2:00pm. Location: HawCC 388-103 (Manono), Kaoli Bldg-206 (Palamanui).</p>	Motion Carried.	